

INTERNATIONAL PROGRAMS PRESENTS

washington d.c. internship

Info Session



Today's Discussion

Program Design

DC Plus

Internships

Courses Offered

The City

Applying

An inspiring city.
A global experience.
A career headstart.

THIS IS THE DC PROGRAM.



Program Design

Intern during the day

Take classes at night

Convo & WAIN on Wednesdays





DC Plus

Coupled with a semester abroad gaining a global perspective in one of six overseas locations, a semester in DC allows you to apply your new found cultural understanding in a work context. The DC+ program provides students with an opportunity to gain professional experience while exploring a new culture.

Internships

FREEDOM TO CHOOSE

With the freedom to choose an internship that fits your career goals and interests, the sky is the limit to what you can achieve in DC.



INTERN BETWEEN 15-35 HOURS A WEEK

Students are required to intern 180 hours per semester, and take Wednesday afternoons off. Most students intern 8 hours a day, Monday, Tuesday, and Thursday, with some choosing to intern on Fridays.

Internship Ideas

Nongovernment Organizations

Thinktanks

Advocacy Organizations & Lobbying Firms

Businesses

Capitol Hill

Government Agencies

International Institutions

**try searching for a specific policy issue or interest
area on Indeed or Idealist*

Academics

FALL 2020

ENG 456	Shakespeare	3	-	ENG 201 or consent of instructor
FA 240	Introduction to Art & Architecture	3	Fine Arts	-
HIST 204	History of the American Peoples	4	American Experience	-
HUM 111	Westerm Culture I	3	Western Culture	-
HUM 295	Enriching the International Experience	1	-	-
INTS 414	International Diplomacy	4	-	Junior Status
INTS 480	Global Leadership Seminar	4	-	-
POSC 459*	Religion and Politics in Comparative Perspectives	4	Christianity & Culture (REL 301)	*
WAIN 495	Washington, DC Internship	4	-	-

SPRING 2021

BA 366	Organizational Behavior	3	-	ENG 101 or equivalent
ENG 380	Topics in Literature: American/Political/Literature	4	Literature	ENG 101 or equivalent
FA 240	Introduction to Art & Architecture	3	Fine Arts	-
HIST 390	Modern History of the Middle East	4	World Civilizations	-
HUM 296	Enriching the International Experience II	1	-	-
HUM 313	Westerm Culture III	3	Western Culture	HUM 212
INTS 344 / POSC 344	International Relations	4	-	-
INTS 414	International Diplomacy	4	-	Junior Status
INTS 480	Global Leadership Seminar	4	-	-
WAIN 495	Washington, DC Internship	4	-	-

Resume Template

Roger Eager

24255 Pacific Coast Highway #1234 ♦ Malibu, CA 90263
(310) 506-4000 ♦ Roger.Eager@pepperdine.edu

EDUCATION

Pepperdine University, Malibu, CA **August 2016 – Present**
B.A. in Communication, Minor in Spanish **Expected April 2020**

- **Honors:** Dean's List (2017-Present), Golden Key Honor Society (2018-Present)
- **Activities:** New Student Orientation Leader (2017, 2019), Step Forward Volunteer Day (2016)
- **Relevant Coursework:** Public Speaking and Rhetorical Analysis, Communication Theory, Communication Ethics, Rhetorical Theory

Pepperdine University, Buenos Aires, Argentina **September 2019 – April 2020**

- Will study language, history and culture and travel extensively throughout South America

PROFESSIONAL EXPERIENCE

Pepperdine University Athletics Department, Malibu, CA **March 2019 – Present**
Student Assistant

- Develop and implement a new procedure to compile and store faculty records
- Catalog over 400 student grades and transcripts in university archive
- Manage student grievances, coordinate travel managements, schedule staff meetings, and draft memos

Housing and Residence Life, Pepperdine University, Malibu, CA **August 2018 – June 2019**
Resident Advisor

- Served as a student leader and mentor to 50 men in a residence hall
- Provided academic and social support to residents, demonstrating advanced skills in conflict resolution, mentoring, and peer counseling
- Organized group events to foster peer relationships and assist with successful college transition

Education Center, Malibu, CA **June 2017 – August 2018**
Tutor

- Provided advanced academic support to 5 high school students studying intermediate Spanish
- Created innovative teaching strategies to facilitate students' motivation and academic performance
- Communicated regularly with students' parents and teachers to assess progress

Coffee Bean and Tea Leaf, Calabasas, CA **September 2016 – May 2017**
Barista

- Provided high-quality service to over 200 customers daily in a fast-paced environment
- Trained and supervised employees on company policies and procedures
- Prepared beverages and maintained highest standards for safe and sanitary work environment

SKILLS

Computer

- Thorough knowledge of Microsoft Word, Excel, Access, and PowerPoint

Language

- Spanish (Fluent: reading, writing, speaking)

Cover Letter Template

Your Street Address
Your City, State Zip

Date of writing

Name
Title
Company
Street Address
City, State Zip

Dear Mr./Ms.:

1st paragraph Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

2nd paragraph Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments.

3rd paragraph Request an interview and indicate how and when you can be contacted. Thank the reader for his/her consideration.

Sincerely,

(Handwritten signature)

Your name, typed

Internship Application Tracker

DC Internship Tracker ☆ 📄										
File Edit View Insert Format Data Tools Add-ons Help Last edit was made on August 29, 2018 by Beverly Cawyer										
🖨️ 🔍 75% View only										
fx Internship Position										
	A	B	C	D	E	F	G	H	I	J
1	Internship Position	Company Name	Link to Internship Description	Company Contact Name & Email/Phone	Specifics	Reference Name(s) Used for Position	Email Sent to Reference to Prepare	Thank You Sent to Reference	Date Applied	Follow Up Email Sent
2	EXAMPLE Project Support Intern	Global Impact	https://charity.org/about-us/career-opportunities/intern-0?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic	None provided	20-36 hours, January-April	Joe Schmogh	YES	YES	8/30/18 — applied by email, resume and cover letter sent	
3	EXAMPLE Communications Intern	The Fairness Project	https://www.idealists.org/en/nonprofit-job/39e052321e4b4c319250866a1a8235cf-communications-intern-fall-2018-the-fairness-project-washington	None provided	September-	Claire Pepperdine	YES	YES	9/1/18 https://tfp.workable.com/jobs/801978	10/1/18
4										
5										
6										
7										
8										

FIND THE LINK
ON THE DC
WEBPAGE

Applying

SPOTS ARE STILL OPEN

Apply on Wavenet today!

Email

Natalie.forde@pepperdine.edu

with any questions regarding
applications.

*Contact
Me*

Please feel free to
reach out with any
questions!

Sarah Scott
DC Ambassador
Sarah.scott@pepperdine.edu